

APPLICATION



PROPERTY MANAGEMENT DEPARTMENT REAL PROPERTY DIVISION

APPLICATION FOR VACATION OR ABANDONMENT Drainage and/or Utility Easement - Water Main and/or Sewer Main Easement Public Open Space Easement By Separate Instrument**

Easement Abandonment # _____

***Vacation by plat requires application through the City of Fort Worth Planning and Development Department*

1. Vacation -- Petitions for abandoning an easement requires approval by the various City departments and/or public utility companies having a vested interest in said easement. The City Manager or the City Manager's designee, upon review of the case, approves the vacation by signature. No re-plat by the applicant is required. The easement abandoned is then filed in the courthouse records by the Property Management Department, Real Property Division.

Submittal of the application to the City of Fort Worth Property Management Department, Real Property Division (or Project Manager), must include the following:

- A non-refundable fee of \$300.00 made payable by cashier's check or money order
- Metes & bounds description sealed by a Registered Professional Land Surveyor
- Exhibit map of a convenient size, sealed by a Registered Professional Land Surveyor (The easement proposed for abandonment must be clearly labeled on the exhibit map)
- Notarized concurrence letters from adjacent owners or all parties served by the easement (Note: the form contains space for adjacent owners' signatures. You may use this form to obtain the signatures from all interested parties; however, the signatures must be notarized. You may attach additional sheets for notarization purposes.) If an adjacent owner holds the property in a Trust, and is signed by the Trustee, or owner has designated a Power of Attorney, or Attorney in Fact, then a copy of the Trust Document or Durable Power of Attorney must accompany the form. The consent forms and exhibits must be signed and notarized by ALL of the following:
 - City of Fort Worth Water Department
 - City of Fort Worth Transportation and Public Works Department
 - City of Fort Worth Environmental Management Department
 - Oncor Electric Delivery Company
 - Atmos Energy (Notary not required for Atmos Energy only)
 - AT&T
 - the local cable company
 - Tarrant County Health Department ETJ and Tarrant County Engineering ETJ if the property is located in the extraterritorial jurisdiction
 - any others listed on the exhibit

ONLY THE CONSENT FORMS ARE TO BE SUBMITTED TO CITY DEPARTMENTS AND UTILITIES LISTED ON THE CONTACT PAGE. APPLICATIONS AND ALL OTHER MATERIALS AND EXHIBITS ARE TO BE HELD BY THE APPLICANT UNTIL ALL INFORMATION IS COMPLETE, THEN TURNED IN TO THE PROPERTY MANAGEMENT DEPARTMENT, REAL PROPERTY DIVISION.

The Real Property Division may assign a value to the easement IF the City of Fort Worth has an interest in the easement. If the City of Fort Worth has no interest in the easement, no payment beyond the application fee will be required.

After receipt of the completed application and attachments, the City of Fort Worth Real Property Division will obtain Law Department and City Manager's approval.

Upon receipt of the approved documents, Real Property will notify you and file the documents at the appropriate courthouse.

IF APPLICATION "IS NOT" RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE CALL 817-392-7590 AND SCHEDULE AN APPOINTMENT TO HAVE THE APPLICATION REVIEWED. IF APPLICATION "IS" RELATED TO A NEW DEVELOPMENT PROJECT, PLEASE COORDINATE WITH YOUR PROJECT MANAGER. NO APPLICATION WILL BE ACCEPTED UNTIL REVIEWED BY REAL PROPERTY PERSONNEL (OR PROJECT MANAGER) AND IS DEEMED COMPLETE.

1. Request: ☐ Vacate Drainage; or ☐ Utility Easement; or ☐ Combined Drainage/Utility Easement
☐ Sewer Easement ☐ Water Main Easement ☐ Public Open Space Easement

Subdivision Name: _____

Affected Lots: _____ Block Number: _____

Address: _____

2. Length (feet) _____ Width (feet) _____ Variable Width _____ Total Area (square feet) _____

3. End Points: From _____ To _____

4. Location: Mapsco Number _____

5. Applicant Information:

Owner _____

Applicant Name _____ Phone Number (daytime) (____) _____

Address _____ City _____ State _____ Zip _____

Fax Number (____) _____ e-mail _____

Signature _____ Date _____

6. Agent/Consultant Information

Firm _____ Phone Number (____) _____

Representative Signature _____

Address _____ City _____ State _____ Zip _____

Fax Number (____) _____ e-mail _____

7. Method by which City originally acquired the easement

☐ Plat dedication/donation ☐ City purchase ☐ Obtained by prescription

8. Existing Physical Improvements within the easement

a. Surface or above grade:

☐ None ☐ Paving ☐ Comm. Cable
☐ Telephone lines ☐ Electric lines ☐ Structures (describe) _____
☐ Fences/walls ☐ Curb and gutter ☐ Other _____

b. Underground/below grade:

- ☐ None ☐ Telephone ☐ Electric ☐ Unknown
☐ Water ☐ Sewer ☐ Storm Drainage
☐ Comm. Cable ☐ Gas ☐ Other: _____

9. Purpose and/or proposed future use of the easement

- ☐ Yard(s) ☐ Parking ☐ Replat with adjoining land
☐ Expand building area ☐ Describe: _____

10. Related (pending) applications (indicate title/case number)

Zoning: _____ Board of Adjustment: _____
 Subdivision: _____ Building Permit: _____
 Community facilities or URD: _____ Other: _____

11. Zoning classification of adjoining properties: _____

12. Signatures of Adjoining Property Owners

Notarized signatures of all owners of properties that adjoin and/or are served by the easement to be vacated must appear below. Include an adequate legal description of said properties (attach additional sheet if necessary). Notarized signatures provided in the form of letters are acceptable and should be attached.

Printed Name	Signature	Phone Number	Legal Description	Notary form attached?

13. Required Exhibits to be Submitted with this Application

- ☐ 2 – 8 1/2-inch x 11-inch (or larger) Exhibit Map clearly depicting location and extent of easement to be vacated. Map must be legible.
☐ 2 – 8 1/2-inch x 11-inch Metes and Bounds of Easement(s) to be vacated.
☐ **A copy of all plats filed of record, including the original plat, any filed re-plats, and the current plat must be provided to John Lopez of Fort Worth Water Dept, and Tom Simerly of Transportation Public Works, along with the application and exhibits. If the easement was granted by separate instrument, a copy of the instrument must also be provided. All documents must be attached to the application when submitted to the Real Property office.**
☐ **Copies of deed or deeds filed of record showing current ownership of affected property.**

Fee	Receipt No.	Application Received By	Date	Number

EASEMENT ABANDONMENT

07/13/2016

Property Management Department
 Real Property Division
 900 Monroe Street, Suite 404 • Fort Worth, Texas 76102
 (817) 392-7590 • Fax (817) 392-7591

Easement Vacation 5

CONTACT INFORMATION

City of Fort Worth
Transportation and Public Works Department
Tom Simerly
1000 Throckmorton Street
Fort Worth, TX 76102
(817) 392-6892

City of Fort Worth
Water Department
John Lopez
1000 Throckmorton Street
Fort Worth, TX 76102
(817) 392-6818

City of Fort Worth
Environmental Management Department
Roger Grantham
908 Monroe Street, 7th Floor
Fort Worth, TX 76102
(817) 392-8592

AT&T
Latrice Watson
Right of Way Office
13845 FAA Boulevard
Fort Worth TX 76155
(817) 267-5752
(817) 338-5106 Fax

Charter Communications
Jim Friske
15100 Trinity Blvd, Ste 500
Fort Worth, TX 76155
(817) 298-3632

Oncor Electric Delivery Co.
Sherry G. Smith
Sr. Right of Way Agent
Oncor Electric Delivery Company LLC
115 W. 7th Street, Room 1010
Fort Worth, Texas 76102
(817) 215-6588
(817) 215-6316 Fax

Atmos Energy
Jeff Knights
5420 LBJ Freeway Suite 1800
Dallas, TX 75240
(214) 206-2701

Bob Davison
100 West Morningside Drive
Fort Worth, TX 76110
(817) 207-2832

Bobby Oney
100 West Morningside Drive
Fort Worth, TX 76110
(817) 207-2838

The Electric, Natural Gas, Telephone or Cable provider for your area may not be listed above. It is the applicant's responsibility to find the name of their local utilities and obtain the correct signature on the consent form. The Vacation-Abandonment is good only for those utilities that have notarized consent forms attached to the Vacation-Abandonment instrument.

For Water or Sewer Easements, consent forms are needed from Water and Environmental Management.

For Drainage or Public Open Space Easements, consent forms are needed from Transportation and Public Works, and Environmental Management.

For Utility Easements, consent forms are needed from all of the utilities listed above.

**Drainage and/or Utility - Water Main and/or Sewer Main - Public Open Space
Easement Vacation / Abandonment Consent Letter**

_____(Entity Name) acting by and through
_____(Name), its duly authorized _____(Title)
has reviewed the attached Exhibit "A" and has no objections to the vacation/abandonment of the
_____ foot wide drainage – utility – water – sewer – public open space easement shown on the
attached Exhibit "A" and located in Lot(s)_____, Block(s)_____,
_____ Addition, an Addition to the City of Fort Worth, such easement
recorded in the Tarrant County Plat Records, Cabinet _____ Slide _____ or the Tarrant County
Deed Records, Volume _____ Page _____.

Signature: _____ Date: _____

ACKNOWLEDGMENT

THE STATE OF TEXAS §

COUNTY OF TARRANT §

This instrument was acknowledged before me on the _____ day of
_____, 20____, by _____[Name],
_____[Title], of _____[Entity], a
_____ corporation, on behalf of said corporation.

Notary Public, State of Texas

Notary's Printed Name: _____

Notary's commission expires: _____